

### **COVID-19 Calendar Guidance for the 2019-2020 School Year**

All schools have been provided a waiver of twenty (20) instructional days, reducing the number of required instructional days during the 2019-2020 school year to one-hundred sixty (160) days. Schools must provide instruction via remote learning until one of the following occurs:

- The school has provided at least one-hundred sixty (160) days of instruction during the 2019-2020 school year, or
- The school has provided at least twenty (20) instructional days of remote learning between April 2, 2020 and June 30, 2020.

All schools and corporations should follow the guidance below to update 2019-2020 calendars accordingly.

#### **Please note:**

- **It is critical that all schools and corporations update 2019-2020 calendars to reflect updates in closures and instructional days due to COVID-19.**
- **The end date reported to the Department must reflect the actual last date of instruction rather than the previously scheduled last day.**

#### **How to Update 2019-2020 Calendars before Certification**

1. Login to <https://doeonline.doe.in.gov>. Users must have either a "Corporation Administrator" or "State Reporting" role in DOE Online to access the calendar application.
2. From the left menu, hover over "Calendar/Cert of Inst Days" and select, "School Calendars".
3. From the "select school year" dropdown menu, click on "2019-2020 School Calendar".
4. In the box of schools in the lower part of the display, click on the "V" icon to the right of the school in need of updates. *Note: updates can only be made to one school at a time.*
5. Click on "edit calendar" at the top of the screen.
6. At the bottom of the "school calendar" box, go to "choose a calendar day type".
  - a. **For days closed due to COVID-19 and no instruction was provided:** select "COVID-19 Closure".
  - b. **For days where schools provide instruction through e-learning, expanded learning, or extended learning during the COVID-19 closures:** select "COVID-19 E-Learning".
7. Insert the number of days to be reported under the selected calendar day type, and click "add calendar dates". The begin and end dates have been enabled for both COVID-19 date types, so consecutive dates can be entered as a block of days.
8. In the school calendar table, select the begin date and end date for days to be reported under the selected calendar day type.
9. Click "submit" at the bottom of the screen when updates are complete.